

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**

Position Title: Audio/Visual Assistant

Announcement Number: 2018-12

Location: Beaumont, Texas

Grade Range: CL 25

Salary Range: \$40,464 - \$65,799

Depending on qualifications



U.S. District Court, EDTX

Human Resources

211 W. Ferguson Street

Tyler, Texas 75702

Opening Date: June 26, 2018

Closing Date: Open until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is a public service-oriented organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking an innovative and experienced individual to serve as an **Audio/Visual Assistant** for the U.S. District Court. The Audio/Visual Assistant is part of the information technology team and provides specialized administrative and technical support. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler. Assignment of the position is in the Beaumont office.

POSITION OVERVIEW AND DUTIES:

The Audio/Visual Assistant performs technical work associated with courtroom audio/visual systems. This position supports the courtroom technology specialist in coordinating and troubleshooting all activities related to courtroom and conferencing systems throughout the district. The Audio/Visual Assistant supports the effective operation of audio, video, sound systems, cable television, Closed Circuit Television (CCTV) and the district's audio/visual control center. Representative duties include:

- Develop and implement short and long-term audio/visual and telecommunication plans for the court, including remote divisional offices, ensuring that changes can be implemented with minimal disruption to the court site.
- Determine requirements and oversee audio/visual or telecommunication technology projects. Conduct market research and develop scope/statement of work. Supervise work performed by court staff, as well as court vendors/contractors.
- Advise management in all areas of audio/visual and telecommunication needs, objectives and capabilities, including anticipation of future requirements and potential problems.
- Execute implementation plans approved by the manager and adopted by the court unit executives for courtrooms, conference rooms and all other audio/visual needs and systems.
- Establish, coordinate and provide written operating procedures and hands-on training regarding equipment and system use and capabilities. Provide end-user technical training to court staff and outside parties.
- Establish, coordinate and maintain support and maintenance plans for all audio/visual and telecommunications systems and equipment. Maintain equipment inventories according to policy.
- Coordinate warranty work, maintenance agreements and timely repair of equipment for all vendor contracts covering audio/visual and telecommunications equipment.
- Provide on-site repair, reconfiguration, adjustments and replacement of audio-visual and telecommunications equipment and supplies. Maintain and develop software to enhance system operations. Perform testing and regular preventative maintenance. Devise security mechanisms to protect hardware and software resources. Create and maintain system documentation.

- Provide day-to-day end user support as needed with applications including MS Office 365 Pro Plus, Outlook and national and customized applications.
- Perform other duties as assigned.

QUALIFICATIONS:

Starting salary will be dependent upon years of experience plus specialized experience. Specialized experience is “hands-on” experience in work directly related to the required and preferred qualifications of the position.

Required qualifications include:

- A minimum of one year of experience with progressive technical responsibilities designing, implementing and maintaining audio visual systems. A degree may be substituted in lieu of experience.
- Working knowledge of basic networking technologies.
- Must be able to travel to all divisional offices within the district and frequently stay overnight when required.
- Must have reliable transportation for travel when court owned vehicles are unavailable.
- Must be able to work during non-business hours as required to complete urgent projects or prevent disruption to court proceedings.
- Must be able to lift weights commensurate with the weight of equipment associated with the job duties.
- Ability to maintain confidentiality, demonstrate sound judgment and handle sensitive material is essential.
- Demonstrated ability to exhibit the quality of judgment and temperament required of an officer of the judiciary, as indicated by integrity, trustworthiness and character.
- Must provide excellent customer service.

Preferred qualifications include:

- Bachelor’s degree in a technical major such as computer science or engineering.
- Current or previous experience with the U.S. District Courts or the Administrative Office of the U.S. Courts performing in a similar capacity.
- Experience with video conferencing hardware and software (i.e. Lifesize)
- Recent experience programming with AMX NetLinx Studio, Crestron System Builder, etc.
- Experience configuring and managing audio video equipment via IP addressing.
- Experience installing and replacing equipment manufactured by Extron, BSS, Crestron, or Lectrosonic.

BENEFITS AND HIRING POLICIES:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “at-will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, the Federal Employees’ Health Benefits Program, Federal Employees’ Group Life Insurance Program, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is

subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application and a resume. The cover letter should be addressed to:

Jeanette Knight, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: <http://www.txed.uscourts.gov/>. All documents should be submitted as a single pdf with the reference number (2018-12-Audio/Visual Assistant-Beaumont) in the subject line via e-mail to: hr@txed.uscourts.gov.

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Skill and knowledge testing will be administered to candidates that progress beyond the initial interview process. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.